



CurricUNET - Frequently Asked Questions (Work in Progress)

I don't remember my username and/or password. Who do I call?

Call Heather Townsend at 575-6893 or Kelly Addington in the Instruction Office at 575-6233 for technical support username and/or password information.

I want to revise an existing program. Who do I call?

For help with building program proposals and other curriculum development, call Barbara Adams at 575-6890.

Where do I find Curriculum Committee meeting dates and deadlines?

Current semester meeting dates are listed on the CurricUNET home page. You may also access the yearly schedule by clicking on the MJC Curriculum Website meeting dates link.

When are my courses scheduled for periodic review in the Review Matrix?

The Curriculum Review Matrix is available on the MJC Curriculum Website. A link appears on the home page. The CurricUNET home page displays the current semester and following semester schedule. Your curriculum rep also has the matrix information.

Why can't I add a requisite to the requisites/limitations on enrollment field? Why does the course dropdown menu show "--None--"?

You will not have any courses in the course dropdown menu until you match a goal from that course to at least one of the requisite skills in the "Requisite Skills" field directly above the "Requisites/LOE" field. Go back to the "Requisite Skills" field and match the appropriate requisite course(s) to each of the requisite skills listed. This will enable you to choose the course(s) in the course dropdown menu in the "Requisites/LOE" field.

I submitted a proposal, but I'm not sure where it is in the system. How do I check where my course is in the approval stream?

Click on the "My Proposals" link and a dialog box will appear with all of the proposals (course, program) you have submitted. Click on the "Check Status" box and it will display the approval stream, approval comments, and the current level of the proposal.

I want to check on a proposal that wasn't submitted by me. How do I check where the course is in the approval stream?

Click on the TRACK "All Proposals" link and find the course in the list. Click on the "Check Status" box and it will display the approval stream, approval comments, and the current level of the proposal.

A proposal has been submitted and approved by the committee, and I think it is active. Where do I check?

Click on the TRACK "All Proposals" and then click on the "Completed Proposals" link. Find the course in the list and click on the "Check Status" box. Hint: The courses are not listed alphabetically, but you can search for the particular proposal quickly by hitting CTRL F and then typing the Course Number and Prefix or Program Title in the find box.